

Job Announcement Independent Contractor

Background: The Arc of Greater Williamsburg, Dream Catchers at the Cori Sikich Therapeutic Riding Center and the Gloucester County Department of Parks, Recreation and Tourism are working together to create a curriculum for volunteers who work with special needs participants. The Williamsburg Community Health Foundation has provided a grant to hire an independent contractor to create the curriculum and conduct training workshops for volunteers. The Project Committee made up of representative from each of the above agencies will hire and supervise the contractor. The project has been divided into for phases.

Work Phases and Job Duties:

Phase One

- The contractor will assess the needs of each agency to determine the information that is to be included in a volunteer training program. He/she will meet with agency representatives to learn about the varied therapeutic programs that each agency operates and what needs to be communicated to volunteers.
- The contractor will review volunteer manuals and training programs from similar agencies to ensure that this new initiative will include the appropriate information and that it is conveyed in the best format possible.

Phase Two

- Based upon the information gathered, the contractor will write a draft training manual. The manual will be reviewed by the agencies and edits will be incorporated into a final document.
- The contractor will make arrangements for the printing and collating of the training manuals. Printing and collating quotes are to be approved by the Project Committee.

Phase Three

- The contractor will design a training workshop for volunteers. The workshop will include a separate component to train volunteers who will lead future workshops. It is anticipated that the general workshop will last approximately three to four hours with an additional hour for a “training the trainer” program. He/she will create an evaluation tool and a certification of completion for the participants.
- The contractor will conduct five workshops. The Project Committee will work with the contractor to establish dates, times and locations. A least one workshop will be held in the evening and one on a Saturday morning. The contractor will coordinate with the Project Committee to solicit and register workshop participants. This work may include preparing workshop announcements and mailings. He/she will also make arrangements for food, room set up, etc. All budgetary expenditures must be approved by the Training Committee.

Phase Four

- The contractor will utilize information from participant evaluations feedback from the Project Committee to make final edits to the training manual.

- The contractor will have revised manuals produced for future training programs to be conducted by volunteers. The Project Committee will work with the contractor to determine how many manuals are to be produced.

Qualifications:

The contractor should have extensive experience in working with people with special needs, preferably in a therapeutic recreation setting. Previous experience in conducting training is also required. Excellent communication skills both orally and in writing and an ability to work independently are a must. Certified Therapeutic Recreation Specialist preferred.

Estimated Timeline:

Phase One: April 15, 2008 – May 15, 2008

Phase Two: May 15, 2008 – June 30, 2008 (first draft of the manual due 6/9)

Phase Three: July 1, 2008 – October 15, 2008

Phase Four: October 16, 2008 – November 14, 2008

Compensation:

A stipend of \$12,000 will be paid to the contractor in installments as phases are completed. No additional compensation will be paid in the form of reimbursements for travel, supplies, or equipment. The contractor will not be responsible for expenses related to the reproduction of the training manual or hosting the workshops.

Application:

Interested individuals should forward a resume and cover letter to 10120 Fire Tower Road, Toano, VA 23168. The deadline to apply is March 28, 2008.